

eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
July 10, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 7/10/2003 in Richmond.

Present:

Eugene Anderson, DPS	Martha Freeland, DMV (phone)
Regina Baxter, DMHMRSAS (phone)	Maria Hatcher, DGS
Jan Bond, DPS	Cheryl Kimball, DOLI/DCR (phone)
Richard Brough, DSS	Andy Kmett, VCE (phone)
Chris Childress, DOLI (phone)	Jim Roberts, DMHMRSAS (phone)

A. Approval of Agenda

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies General Status
- 4 – Policy Questions

B. Approval of Minutes

Previous meeting minutes were not available to be reviewed.

C. Issues

Open Issues

1. It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.
Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.

7/10/03 – The contract officer requested this information from AMS again. No response from AMS.

Closed Issues

No items closed at this session.

D. New Business

1. Implementation Status
Nothing to report.
2. New Work
Nothing to report.
3. Production Status

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

DGS –

- Eugene Anderson, Procurement Review Manager, attended the meeting. The group asked him several questions pertaining to the vendor invoice billing, 1% fee, the agency's report card (how is it compiled and what is included, holding tank transactions, exempt (exception) orders, frequency of the report, etc.), what happens to exempt orders going forward (are agencies charged the 1%, instead of vendor?). Eugene stated that he did not come prepared to answer these questions, but would get together with Ron Bell and his group to discuss the outstanding FAQ's and hopefully will be prepared to give a report at the next week's monthly meeting.
- Maria Hatcher clarified the new PO Categories created to identify exempt orders. Again, these PO Categories only identify exempt orders, not vendors. The four new PO Categories now available in the eMail for all agencies are E02, R02, S02 and P02. Interface agencies do not have to send the new categories for orders sent with 'EXCEPTION' Preferred Order Method. BizTalk will automatically set the PO Category accordingly, E02, R02, S02 or P02, if the Preferred Order Method = 'EXCEPTION'. Just a reminder, interface order with Preferred Order Method = 'EXCEPTION' will continue to go to the DGS holding tank.
- Maria reported that AMS and COVA continue to do analysis work on the holding tank data. AMS has identified several fields that COVA is not currently populating. Most of the fields are optional and derived data. COVA needs to decide if these fields should be populated for reporting purposes when the data is loaded into the eVA data warehouse.

VDOT –

- Representatives not present.

DMAS –

- Representatives not present.

DSS –

- Richard Brough reported that he is currently working on change orders. The agency is also waiting on answers to policy questions, not addressed in the PIM 13 released the beginning of this month, before finalizing code to change orders. The agency is already sending cancel orders. He started analyzing attachments.

DMME –

- Representatives not present.

ABC –

- Representatives not present.

DOLI –

- Chris Childress report that Cheryl Kimball is working on change orders. Now that the policy on change orders has been released, the management needs to regroup and decide how change orders will be handled through the interface.

DEQ –

- Representatives not present.

DCR –

- Cheryl Kimball reported that final changes to the interface programming requested by DCR has been delivered to the agency.

VATECH –

- Representatives not present.

UVA -

- Representatives not present.

VCU -

- Representatives not present.

DMHMRSAS–

- Jim Roberts reported that his staff is implementing the import interface in Williamsburg. Agencies A704ESH and A723SEVTC and now in

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production along with A726SVTC. The agencies are modifying their internal business practice in order to make this transition easier.

JMU –

- Representatives not present.

ODU –

- Representatives not present.

4. Agency General Status

VCE –

- Andy Kmett reported that the agency is scheduled to go into production with the import interface next Tuesday. Due to a hardware failure, it set them back a week. Their ERP programmer is working remotely from San Francisco on the export interface.

DMV –

- Martha Freeland reported that they will start working on the interface as soon as their contract programmer, Debbie Adams, returns from vacation. She is scheduled to return in August.

8. Policy Questions

No new questions. Agencies waiting on Final FAQs answers.

The next **monthly** interface meeting will be held on Thursday, July 17, 2003 at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

05/29/2003 DGS is not planning on giving agencies access to the DGS Holding database. DGS is actively working with AMS on the design to load "holding tank" data into the eVA data warehouse. Agencies will then be able to access that information through the normal data warehouse reporting process.

Closed Action Items

No actions items closed at this session.

Prepared by Maria Hatcher

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